

2 JUL 1963

MEMORANDUM FOR: Chief, Administrative Staff, OL

SUBJECT: Report of Objectives and Accomplishments

REFERENCE: Memorandum to C/LSD, from C/AS/OL,  
Subject: Same as above, dated  
12 June 1963

1. In compliance with the request contained in the reference, the following is this Division's statement of accomplishments toward objectives as of 1 January 1963 and the new objectives as of 1 July 1963

a. To improve the controls over departmental space in order to achieve better utilization of Agency space assets.

(1) Control over departmental space assignments and utilization has been tightened. A space utilization study completed in April shows that the Agency's over-all utilization of its office space exceeds the utilization norms established by GSA.

b. To relocate certain major components of the Agency --OBI, Acquisitions Branch/OCR, Map Library/ORR, and GARB/TSD.

(1) Relocations of the office of Basic Intelligence and the Acquisitions Branch/OCR were completed. Relocation of the Map Library/ORR will commence on 1 July and will be completed during the week of 15 July. Relocation of GARB/TSD is partially completed, but has been delayed by reason of continuing construction modification to Central Building.

c. To complete a space survey of TSD/DD/P.

(1) A survey of space occupied by the Technical Services Division was made. As a result, 6,800 square feet of space in the R&S Building was allocated to the TSD in order to ease that elements crowded office conditions, principally in [redacted]

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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d. To complete an inspection of electrical appliance installations in the Headquarters building.

*of*  
(1) The inspection of electrical appliance installations is 60% complete. This work has had to be accomplished on an overtime basis and the survey should be complete by September 1963.

e. To install a carpool locator system in the Headquarters building.

(1) A carpool locator system was designed and approved. Construction of this facility was postponed because of higher priority work on the Computer Center, and moves and relocations of the Audit Staff, Office of Personnel and the DD/I's reorganization.

f. To complete installation of the Director's Portrait Art Gallery on the first floor of Headquarters building.

(1) No progress was made toward installing portraits of former Agency Directors. This project was placed in suspense due to deliberations of the Fine Arts Commission which was formally established to make over-all recommendations for improvement of the aesthetic appeal of the building's decor.

g. To investigate more efficient and economical methods of disposing of classified trash.

*Account*  
(1) Investigation was completed and decision was made to buy and install two SOMAT paper-pulping machines from the Wandel Manufacturing Company, Pomeroy, Pennsylvania. *date ?*

*Account*  
(1) Planning was initiated and progress was made in determining the over-all requirements for space. New space, available in buildings under construction, was investigated. On Monday, 24 June 1963, the DDCI gave a decision that 500,000 square feet of downtown office space should be leased for the Agency's use.

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**2. Continued Objectives:**

✓ a. To continue to improve logistical control over departmental space and to achieve a better utilization of space occupied by the Agency.

✓ b. To relocate the Map Library/ORR from the Headquarters building [redacted]

✓ c. To complete the inspection of electrical appliance installations in the Headquarters building.

✓ d. To complete the installation of portraits of former Directors based on guidance to be furnished by the Fine Arts Commission.

**3. New Objectives:**

✓ a. To complete site preparation for the ADPS Computer Center on the ground floor in the Headquarters building and to install the computer equipment by 15 July 1963.

b. To relocate a major portion of the Office of Training, the A&E Staff/MS, and an element of the Office of Security from the Headquarters building to the [redacted]

RE + C ✓ c. To obtain a lease on 500,000 square feet of downtown office space and to initiate and coordinate planning for the relocation of Agency elements into it. *late*

✓ d. To complete installation of SOMAT paper-pulping equipment and to commence the destruction of classified waste using this new equipment. *Printle says not sure will ever buy some*

✓ e. To replace all old-fashioned, wooden office furniture with modern unitized furniture.

✓ f. To redecorate the Headquarters building in accordance with plans to be furnished by the Agency Fine Arts Commission.

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- X g. To improve quality and reliability of operational supply items.
- h. To regulate and control funds and administrative supply credits so that monthly settlements of excesses and shortages may be currently adjusted rather than during the last thirty days of the fiscal year.
- ✓ i. To improve heating and cooling equipment and systems in the Headquarters building.
- ✓ j. To provide outside recreational facilities (and creature comforts) at the Headquarters building.
- X k. To improve grounds keeping and building maintenance for all Agency buildings in the metropolitan area.

  
Chief, Logistics Services Division, OL

Distribution:

Orig. & 2 - Addressee  
1 - LSD (Official)

OL/LSD/  (1 July 1963)

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